

OVERVIEW OF THE DEVELOPMENT PROCESS

The following is a general breakdown of the Development Process. Click on any of the steps listed below for a brief description of that stage. For more detailed information, "Interactive Zoning & Development Guide" CD's are available for \$3.00 from Development Services at City Hall.

[Step 1. Pre-Application Meeting](#)

[Step 2. Submittal](#)

[Step 3. Plan Review](#)

[Step 4a. Review by Planning & Zoning Commission](#)

[Step 4b. Review by City Council \(for Zoning and Specific Use Permits only\)](#)

[Step 4c. Submit Building Plans](#)

[Step 5. Pre-Construction Conference](#)

[Step 6. Final Inspection](#)

[Step 7. Final Acceptance](#)

[Step 8. Certificate of Occupancy](#)

Pre-Application Meeting: **Prior to making a formal submittal**, applicants should set up a meeting with a Planner in the Development Services. The Planner will coordinate the meeting to include staff members from other departments or divisions as necessary. Applicants should bring property information (i.e. location, lot & block, etc.) and a conceptual site design to the Pre-Application Meeting.

Submittal: The applicant shall submit the appropriate documentation, as detailed on the Development Application form or the Zoning Application form, as appropriate. Consult the Division's current Development Review Schedule for the list of official submittal dates. Submittals shall be **complete** and **delivered in person** by 5:00 p.m. on the submittal day. Applications received after this date may be bumped to the next meeting date.

Note: Incomplete applications WILL NOT BE ACCEPTED!

Submittals delivered by courier WILL NOT BE ACCEPTED!

After submittal, you can track your [project status](#) via the City's website. Go to the Building Inspection page and click the link "Permit Information Online".

Plan Review – Staff reviews the applications and has mark-ups available for the applicant to pick up on Wednesday, the week following submittal day after 1:00 p.m. The applicant will then have until 5:00 p.m. on the following Tuesday to return the corrected plans, required number of reductions and mark-ups to the Development Services. Engineering and civil plans are returned to the Engineering Department, not to Development Services.

Planning & Zoning Commission – Once staff determines that resubmittals are ready to proceed, they will be forwarded for review by the Planning & Zoning Commission. The Planning & Zoning Commission meets on the second and fourth Tuesdays of each month at 6:30 p.m. in the City Council Chambers, unless otherwise indicated. Plats and site plans receive final approval from the Planning & Zoning Commission (typically within 30 days of submittal).

City Council – Zoning cases and Specific Use Permit requests are reviewed by the City Council. The City Council meets on the first and third Tuesdays of each month at 6:30 p.m. unless otherwise indicated. Zoning cases and Specific Use Permit requests that require ordinance approval will be rescheduled for a future City Council meeting once the ordinance is drafted by staff and reviewed by the City Attorney's office.

Building Plans – Building plans may be submitted for review anytime during the Site Plan review process. Please note that changes made during Site Plan review may require changes to any building plans already submitted.

Pre-Construction Conference (Pre-Con) – In order to begin any construction or civil work, the owner/developer's contractor and engineer must have a pre-construction conference with the City's Construction Inspection Division. This conference is scheduled after the Engineer, Planner, and Landscape Architect have all released the project. At the "pre-con," plans will be stamped showing approval for construction. Only original stamped plans can be used for construction purposes.

Final Inspection – Once the project is complete, the owner/developer's contractor shall request a final inspection. Contact the Construction Inspection Division of Engineering at 972-292-5400 for more information.

Final Acceptance – The Construction Inspection Division, in the Engineering Services Department, provides a checklist for items that must be completed prior to Final Acceptance of a project. Included in this list are:

- As-built drawings
- Inspection fees
- Escrow requirements
- Maintenance bonding
- Other items as required

All items must be completed before Final Acceptance is issued.

Certificate of Occupancy (CO's) – A Certificate of Occupancy (CO) is issued through the Development Services once all items are addressed and all Departments have signed off on the plans. Prior to receiving a Certificate of Occupancy, final inspections must be completed for the structure, landscaping, and public works (including a video inspection of the sanitary sewer services).